

**FORMAL AND ELIGIBILITY CHECKLIST**  
**SCHOLARSHIP AND TRAINING FUND**  
**MOBILITY PROJECTS IN HIGHER EDUCATION**

**I. Identification of the project**

Number of the Application Form	
Name of the Applying Institution	
Legal Representative (1)	
Legal Representative (2)	
Project start date:	Project end date:

**II. Formal and Eligibility check**

Criteria	YES	NO	N/A
Applying Institution is eligible to apply for funding under the Scholarship and Training Fund within Mobility Projects in Higher Education – is holding Erasmus University Charter EUC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application has been completed in the online system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project proposal has been submitted using the proper application template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form has been submitted in compliance with the timing published in the <i>Call for Proposals</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form is complete (all compulsory parts have been completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two originals of the application form were submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form is signed by the legal representative of the Applying Institution or by authorised person for whom a valid letter of authority was enclosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duration of the project is in compliance with the timing published in <i>Call for Proposals</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applying Institution has fulfilled all obligations arising from any previous agreements concluded with the Foundation for the Development of the Education System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All agreements on partnership cooperation under STF enclosed to this application form are fully matching the obligatory model published at <a href="http://www.fss.org.pl">www.fss.org.pl</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appendices have been enclosed to the application form</b>			
Originals of agreements on partner cooperation under STF concerning all partner institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

stipulated in the application form			
Correct and complete enclosures to the public aid declaration (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the application has been signed by a HEI's legal representative other than the Rector, an excerpt from the University's Statute providing information on legal representation of the Applying Institution (copy certified by a legal councillor, lawyer, notary, legal representative of the Applying Institution or a person authorised by the legal representative authorised to certify the consistency of documents with their originals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the application has been signed by a person other than the HEI's legal representative, valid authorisation provided to such person by HEI's legal representative, whose function and powers have been confirmed in an enclosed document certified by a legal councillor, lawyer, notary, legal representative of the Applying Institution or a person authorised by the legal representative authorised to certify the consistency of documents with their originals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A balance sheet and profit and loss account for the past two full financial years and other financial documents constituting the part of the report according to the Accounting Act. Submitted copies should be certified as true copies by a legal councillor, lawyer, notary, legal representative of the Applying Institution or a person authorised by a legal representative authorised to certify the consistency of documents with their originals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### III. Final formal and eligibility assessment

Application form meets formal and eligibility criteria	<input type="checkbox"/>
Application form does not meet formal and eligibility criteria and is rejected without the possibility of supplementation	<input type="checkbox"/>
Final formal and eligibility assessment is withhold – application form is directed to supplementation	<input type="checkbox"/>

### IV. Formal items to be supplemented

Confirmation of sending the application form in compliance with the timing published in the <i>Call for Proposals</i> (if date of the postmark is not readable)	<input type="checkbox"/>
Part of a supplement – one of the pages, but not the first page and not the page with original signatures	<input type="checkbox"/>
Remarks	

### Declaration

Being warned about the criminal liability from article 271 and 272 of the Penal code I hereby declare, as below :

1. I am not the applicant nor have I prepared the project documentation;
2. I do not stay in the matrimony, in the relationship of the blood or relationship or the affinity in a straight line, kinships or affinities in the collateral line up to the second degree and I am not bound on account of the adoption, care or the supervision with the applicant/ with partner(s), his legal deputy or members of management authorities or supervisory bodies of the applicant/partner(s);
3. Within 3 years before the date of the announcement of the *Call for Proposals* there was neither the employment relationship or mandate contract between me and the applicant, nor was I a member of management authorities or supervisory bodies within the applicant's institution;

4. I remain in no such a legal or actual relationship with any of the applicants, that may present justified doubts as for my impartiality;
5. I make the obligation to maintain the confidentiality of information or documents revealed to me, or created by me, or prepared by me in due the process of the project assessment or as its result, and I hereby agree that this information should only be used for the purpose of the present assessment and should not be disclosed to any third party.

**Should any such relation appear, I will without any delay, file a written statement of exempting me from the formal and eligibility assessment procedure.**

\_\_\_\_\_

Date

\_\_\_\_\_

signature of the evaluator